



Local Licensing Authority

MODIFICATION OF PREMISES APPLICATION

Information & Checklist

Description:

When a licensee first obtains a liquor license, the licensed premises is reviewed and approved by the Authority. If the licensee desires to make changes to the premises by increasing or decreasing seating, or altering the ingress or egress, for example, the modification must first be reviewed and approved by the Local Licensing Authority as well as the State BEFORE the licensee may serve or sell alcohol in the modified premises. Changes such as color of paint or new carpeting are not considered modifications and therefore do not need to be reviewed by the Authority.

Once a complete application packet is submitted, the application is scheduled for review by the Authority at an upcoming meeting. The licensee is required to attend this meeting and will be notified of the date and time to be present. It is the responsibility of the licensee to obtain any required building permits and to arrange for building and fire inspections.

If approved, the application will be forwarded to the State for processing. Once the State has reviewed and approved the application, the permit to change location will be sent to the Deputy City Clerk. Once all building and fire inspections have been passed, the permit to modify the premises will be issued to the licensee.

What to know before submitting an application:

- √ For questions about this application or the process, please contact the secretary to the Local Licensing Authority, the Deputy City Clerk, at 350 Kimbark St. or (303) 651-8647.
- √ It is estimated that it may take up to 90 days (from application submittal to issue date) to complete the processing of this application.
- √ ALL documents must be properly executed and must correspond with name of applicant exactly. ALL documents must be 8 ½ x 11 and be typed or legibly printed in BLACK INK.
- √ **TWO (2)** complete, identical packets must be submitted to the City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501. **Incomplete application packets will not be accepted.** Please do not staple pages.
- √ The Local Licensing Authority meets on the third Friday of each month at 10:00 a.m. You will be notified when your application will be scheduled for review by the Authority and you, or a representative, must appear at the hearing when scheduled.
- √ Licensees are expected to know, understand, and comply with the Colorado Liquor and Beer Code. Copies of the Colorado Liquor/Beer Code are available on the State of Colorado Department of Revenue website at: <https://www.colorado.gov/pacific/enforcement/liquor>

CHECKLIST OF DOCUMENTS TO SUBMIT:

A. APPLICATION (STATE FORM #DR8442):

- ☐ 1. Complete in all appropriate sections & signed and dated
- ☐ 2. Appropriate State & City fees attached

B. PROOF OF POSSESSION OF PROPERTY:

- ☐ 1. Deed or Lease (also include assignment of lease, if applicable).
- ☐ 2. Lease must cover entire license period and be properly executed and signed by all parties involved.
- ☐ 3. If property is leased, written consent of landlord for proposed modification.
- ☐ 5. Detailed drawing of **EXISTING** licensed premises – **OUTLINED IN RED INK** (8 ½" by 11")
- ☐ 4. Detailed Drawing of **PROPOSED** licensed premises - **OUTLINED IN RED INK** (8 ½" by 11").